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MEMORANDUM FOR: Chief, Plans and Policy Staff

27 December 1957

SUBJECT : Intelligence School Weekly Report #52  
19 December through 26 December

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Date:	By: 35

I. SIGNIFICANT ITEMS: Happy New Year!

II. OTHER ACTIVITIES:

A. OTR Orientation Officer

[Redacted]

25X1

B. Intelligence Orientation

This week the Orientation Faculty attended five additional briefings on IAC Subcommittees, established a schedule for a review of training films to bring I.O. film exhibits up to date, and began a series of staff conferences on instructor guides, training aids and plans for future I.O. courses.

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C. Intelligence Production

25X1

25X1

(1) Intelligence Techniques #9 was completed on 20 December. [Redacted] students finished the course-- [Redacted] JOT's, [Redacted] from OP and [Redacted] from FE.

25X1

(2) On 23 December [Redacted] conferred with [Redacted] of the Office of Personnel on plans for a writing seminar to be conducted by [Redacted] for OP field recruiters on 8 January.

25X1

25X1

D. Operations Support

25X1

(1) In a meeting between [Redacted] of Operations Support Faculty and [Redacted] of Finance Division, it was informally agreed that inasmuch as Administrative Procedures or Operations Support is a prerequisite to Budget and Finance Procedures and that a full coverage of the new Field Handbook [Redacted] is to be given in these courses, only a review followed by a practice problem and critique would be given in Budget and Finance Procedures. It was further agreed that if for some reason students had not had the prerequisite, special tutorial coverage would be given as required.

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(2) A memorandum has been sent to Office of Logistics outlining methods and time required for including the procedures contained in [ ] in Administrative Procedures, Operations Support and Budget and Finance Procedures.

E. Clerical Training

(1) During the week of 16 December there were [ ] people in Clerical Induction Training. Of these, [ ] were entering for the first time. During the same period there were [ ] people in Clerical Orientation.

(2) The results of the official Agency tests administered by Clerical Induction to entrance-on-duty employees for the week of 16 December were as follows: of [ ] people tested in shorthand, [ ] qualified; of [ ] tested in typewriting, [ ] qualified.

(3) As the result of a survey of the lighting in the classrooms at 1016 16th Street, four additional light fixtures were installed during the week.

F. Management Training

The Management Training staff is planning two special courses to be given during the next three months. Tentative arrangements have been made for a Basic Management Special to be conducted at [ ] for ORR personnel during 24-26 February. A Basic Supervision Special for Commo personnel to be given at [ ] during 17-21 March is also under study. Firm plans will be made after a formal request is sent by the Offices concerned to the DTR.

III. PERSONNEL NOTES:

A. [ ] completed the IO on 20 December.

B. [ ] is on leave taking over the household; the new child, a 9 pound boy, was delivered by Caesarian section on 26 December. All are doing well.

C. Approximately half of the personnel in the Intelligence School are on leave through the holiday season.

Chief, Intelligence School

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